

Job Description
Missouri State Highway Patrol

Class Title: Accountant III

Title Code: V00193

Effective Date: 10/20/99

Date Reviewed: 02/27/06 BM

Date Revised: 12/27/04

Immediate Supervisor: Assistant Director

Position Supervised: Accountant, Grants Program Coordinator, Insurance Clerk, Fiscal & Budgetary Analyst

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is supervisory and advanced professional accounting work. The employee is responsible for supervising and monitoring the Payroll/Benefits, Federal Grants, and Legislative Review Units of the department's Budget and Procurement Division, and developing and monitoring new or revised accounting or payroll/benefits systems. The employee also assists in the preparation of the Patrol's annual operating budget, for submission to the governor's office and general assembly. The employee is expected to make decisions and exercise independent judgment within the framework of established policies and procedures. Direction is received from an administrative superior who reviews overall operation effectiveness and efficiency.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, directs, trains, and supervises the work of professional and technical employees assigned to the Payroll/Benefits, Federal Grants and Legislative Review Units and evaluates their work for accuracy and compliance with proper policies and procedures; takes corrective action for any discrepancies found in work when necessary.

Prepares annual budget proposals, both regular and supplemental, to include core budget reconciliation as well as new decision items pertaining to a variety of issues; prepares Form 9s on all relevant funds, projecting activity related to each fund (e.g., future revenue, future expenditures, etc.); coordinates and reviews decision items received in the division and makes recommendations and corrections as necessary.

Manages and coordinates all aspects of federal grant proposals; ensures proper spending authority is available; reviews and evaluates federal grants and assistance programs for compliance with procedures and regulations; oversees preparation and submission of grant applications and progress reports, as well as monitoring of any grant subrecipients.

Directs all matters relating to the administration of the Patrol's semi-monthly payroll, health and life insurance, workers' compensation, etc.; responsible for the dissemination of information affecting employees; reviews and revises procedure manuals as needed; develops new forms and evaluates existing forms for efficiency and effectiveness.

Oversees the preparation of all Patrol fiscal notes, ensuring that proposed legislation is studied thoroughly to determine any potential impact and distributed to affected divisions, and that division responses are reviewed and edited as necessary for submission as a coordinated Patrol response.

Prepares fiscal notes on anticipated impact of proposed legislation as it relates to payroll, benefits, budget preparation, etc.

Reviews and calculates various cost estimates for supervisors, administrative staff, and other personnel and provides information and assistance as needed; prepares reports for projecting estimated expenditures and availability of funds for various programs.

Coordinates the implementation and management of new or modified accounting or other systems to ensure proper controls and efficiency.

Serves as Level I Help Desk for SAM II and provides technical support and assistance to troops and divisions to resolve application problems for Patrol staff reference payroll, time and leave, etc.; acts as liaison between the Patrol and the Office of Administration's Level II Help Desk.

Evaluates payroll for discrepancies or adjustments to appropriations for personal services and fringe benefits, and prepares journal vouchers and takes other corrective action as necessary.

Attends workshops, meetings, conferences, and seminars to gather and share information with peers as well as learn about any new developments and/or trends in the areas of federal grant administration, state employee benefits, payroll, fiscal note preparation, budget preparation, and other accounting procedures.

Accommodates a nonstandard schedule as needed during special assignments (e.g., budget preparation, legislative session, payroll changes, insurance changes, etc.).

Operates standard office equipment (e.g., personal computer, laptop computer, adding machine, facsimile machine, pager, etc.).

Performs job related travel, as needed

Performs other job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the theory, principles, and practices of accounting, budgeting, and financial management as it relates to state government.

Thorough knowledge of federal grants administration, the payroll process, fringe benefits for employees, and the legislative process.

Thorough knowledge of the principles of fiscal administration including budgeting and reporting.

Thorough knowledge of the capabilities and uses of automated data processing systems and fiscal operations.

Thorough knowledge of SAM II Financial and HR/Payroll systems.

Thorough knowledge of the state's appropriation process and Highway Patrol financial operations.

Knowledge in the basic principles and practices of supervision.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to oversee the functions of various units of the division.

Ability to direct and supervise professional and technical personnel.

Ability to serve as a technical expert and liaison.

Ability to assist with the preparation of the organization's budget.

Ability to plan and manage major projects effectively and efficiently.

Ability to perform a variety of administrative duties and operate standard office equipment as detailed under description of duties.

Ability to handle multiple projects simultaneously with varying demands and deadlines.

Ability to accommodate a nonstandard schedule, operate a motor vehicle, and perform job-related travel as needed.

Ability to develop, implement, evaluate, and modify internal procedures and systems.

Ability to establish and maintain effective working relations with all levels of Patrol personnel, other state agency representatives, outside agency representatives, etc.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to prepare reports and review reports prepared by subordinates for clarity and completeness.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with a bachelor's degree in accounting or finance or other business related area and possess at least two years of experience as an Accountant II or higher, or comparable experience.

Supervisory experience is preferred, but not required.

NECESSARY SPECIAL REQUIREMENTS

Must satisfactory complete the Patrol's supervisory course within one year of appointment as an Accountant III.